

## C. REIMBURSEMENT FOR HCC SERVICES

### DMA Funded Projects

1. The reimbursement for HCC services has been determined jointly by DMA, DPH, and the Local Health Directors' Association.
2. Reimbursement for HCC coordination services is made to the agency each month as a management fee. The monthly fee is based on the number of Medicaid eligible children and youth in a county under the age of 21 and the number of full time equivalencies allocated to each agency. Since the number of Medicaid eligible children may vary from month to month, the management fee per child is re-calculated each month. This will cause the monthly reimbursement to the agency to vary slightly each month. The total annual reimbursement per FTE may not exceed \$33,873. The formula used to arrive at the monthly reimbursement is:

Step 1:  $\$33,873 / 12 \text{ months} = \$2,822.75 \text{ per month}$

Step 2:  $\frac{\$ 2,822.75 \times \# \text{ of FTEs}}{\# \text{ of Medicaid eligible children}^*} = \text{Mgmt Fee per child}$

Step 3:  $\text{Mgmt Fee per child} \times \# \text{ of eligible children} = \text{monthly reimbursement}$

\*The rate per capita is truncated (cut off rather than rounded) at the hundredth percentile.

3. The N.C. Office of State Personnel normally classifies HCC positions as Office Assistant III (Grade 57) or Office Assistant IV (Grade 59). DMA requires the minimum of an Office Assistant III (Grade 57) classification for HCCs.
4. The reimbursement for HCC coordination services covers salary and fringe benefits, supervisory time, as well as, operating and indirect costs.
5. Health Check coordination services are not billed by the local county agency. Each month DMA submits a count of FTE HCC positions for each Project to EDS. The FTE count is based on the percentage of the total month each HCC provided services. EDS reimburses the agency on the first checkwrite of the subsequent month. Agencies are reimbursed each month for HCC services provided the previous month.
6. In order for reimbursement to be modified appropriately, the agency must notify DMA when a HCC is hired, terminated, or on extended leave that is not covered by benefits accrued under Health Check employment. The agency will notify DMA of the above changes through the COCR Form, (Appendix 10).

7. The agency must keep records on the amount of vacation, sick leave, personal leave, or other leave accumulated by the HCC in accordance with local agency personnel policies. Leave time accrued while the individual was otherwise employed by the agency does not transfer for the purpose of Health Check Program reimbursement. If a HCC takes extended leave, DMA will reimburse the agency for the hours of leave accrued while the HCC was employed in the Health Check Project.